

The Canyon County Board of Commissioners considered and adopted the following Resolution which shall be effective on the 15th day of August, 2023.

Upon the motion of Commissioner Brooks and the second by Commissioner Van Beek the Board resolves as follows:

To adopt changes to the **title, salary range, and job description of one (1) position** in the **Treasurer's Office**.


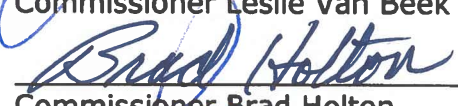
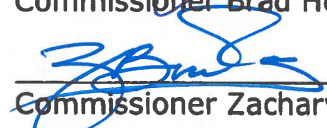
One (1), Office Manager min. \$59,857.00 – max. \$72,584.00 annually, position control number 005 208 636, FLSA Exempt.

To

One (1), Banking and Finance Manager, salary grade 14, min. \$60,320.00 – max. \$83,241.60 annually), position control number 005 208 636, FLSA Exempt.

Updated Job Description and PCN List are attached.

- ☒ Motion Carried Unanimously
☐ Motion Carried/Split Vote Below
☐ Motion Defeated/Split Vote Below

	Yes	No	Did Not Vote
 Commissioner Leslie Van Beek	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Commissioner Brad Holton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Commissioner Zachary Brooks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Attest: CHRISTOPHER W. YAMAMOTO, CLERK


Deputy Clerk

Date: 08.15.23

O:\Policy\Resolutions\Resolutions Prepared\FY 2023\FY 2023 TCA – Title, Salary, and Job Description

23.200



Banking and Finance Manager

Department: Treasurer
FLSA Designation: Exempt

Pay Range:
Effective Date:

General Statement of Duties

Works under general direction of the Treasurer and Chief Deputy but works independently and manages the operation of the banking and financial workings of the office.

Classification Summary

The Banking and Finance Manager plans, develops, implements, coordinates, directs, and evaluates the financial and banking activities of the Canyon County Treasurer's Office; assists with department annual budgets, monitors budget revenues and expenditures, develops and maintains professional working relationships with internal and external stake holders, and performs other duties as required.

Examples of Work (Illustrative Only) Duties may vary depending on office assignment.

Essential Duties and Responsibilities:

- Supervises personnel, assigns work, reviews and evaluates performance, conducts training, ensuring work is completed in a timely manner, counsels employees regarding programs, policies and procedures, resolve employee complaints, takes disciplinary action, sets priorities;
- Manages the day to day banking and financial operations of the office;
- Manages the County's investment program to include: asset allocation, cash flow, cash forecasting to maintain necessary liquidity, compliance and reporting;
- Initiates transfer of available funds to investment account;
- Documents, reports, and balances investment portfolio;
- Performs advanced financial analysis including Treasurer and investment balancing;
- Analyzes the County's banking balances to recommend appropriate levels of collateralization;
- Monitors, tracks, and maintains the issuance and maturity of the letters of credit;
- Assists in resolving banking disputes;
- Assists in identifying and implementing additional banking products and services;
- Works closing with Treasurer and Chief Deputy in developing budgetary requirements and revenue sources;
- Oversees preparation of analytical reports for the Treasurer and Chief Deputy, such as projections, collection reports;
- Assists in the preparation of month-end and year-end reporting and the tax collection escheat process;
- Reads and interprets Idaho statutes, county resolutions, and ordinances to ensure department compliance.

Other Duties and Responsibilities

- Required to learn the entire tax collection process in order to assist customers as needed, which includes answering phones, opening and sorting mail, scanning, and data entry. These duties are essential functions of this position;
- This position is subject to blackout dates during peak tax collection periods;
- Performs other duties as required.

Knowledge, Skills and Abilities

Knowledge of:

- Accounting, auditing, budgeting theory, principles, techniques and procedures;
- Financial instruments, banking products and services;

- Laws and regulations pertaining to the Treasurer, Tax Collector, and Public Administrator;
- Effective employee supervision and motivation;
- Staff development and training techniques;
- Interpreting laws, rules, regulations and guidelines;
- Interpreting policies and procedures and explaining complex information to others;
- Gathering and analyzing financial, statistical, and management information, and drawing conclusions from them;
- Defining objectives and creating recommendations;
- Developing financial and budgetary narratives, reports and statements;
- Using MS Excel, MS Word, Power Point, Microsoft SQL, and other applicable software at an intermediate level or higher;

Ability to:

- Communicate effectively verbally and in writing;
- Maintain confidentiality;
- Work effectively with elected officials, department heads, employees, vendors and the public;
- Establish and maintain effective working relationships;
- Make and maintain detailed notes and records;
- Work under pressure in meeting deadlines;
- Work under own initiative and utilize independent judgment;
- Exercise good judgment;
- Work as part of a team to accomplish goals.

Acceptable Experience and Training

- High school diploma or GED equivalency is required, preferably supplemented with course work in accounting, math or other business applications;
- Postsecondary education preferred;
- Five (5) years financial management or equivalent, with two (2) years' supervisory experience;
- Governmental accounting experience preferred;
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications

- Must successfully complete a background investigation through the National Crime Information Center (NCIC).

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and to communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare and review documents and process them in a prescribed order, and organize documents and materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer, cash register, and standard office equipment;
- Sufficient personal mobility, flexibility, agility, and strength, with or without reasonable accommodation, which permits the employee to work in an office environment.

EOE Statement

Canyon County is an Equal Opportunity Employer. Employment decisions related to recruitment and selection are made without regard to race, color, religion, sex, national origin, age, disability or genetics.

05 - TREASURER - SEVEN (7) POSITIONS FOR FY 2023

<u>TITLE</u>	<u>Position Numbers</u>
<u>One (1) Elected Official</u> ELECTED OFFICIAL	005 208 531
<u>One (1) Chief Deputy</u> CHIEF DEP	005 208 532
<u>One (1) Banking and Finance Manager</u> BANKING AND FINANCE MANAGER	005 208 636
<u>Four (4) Senior Deputy Treasurers</u> SR DEPUTY TREASURER	005 208 637
SR DEPUTY TREASURER	005 208 640
SR DEPUTY TREASURER	005 208 492
SR DEPUTY TREASURER (unfunded 2016)	005 208 638
SR DEPUTY TREASURER * Deputy Treasurer	005 208 639



From the office of
Tracie Lloyd
Treasurer and Ex-officio Tax Collector
Of Canyon County
P.O. Box 1010 Caldwell, ID 83606
(208) 454-7354 Fax (208) 454-7388
E-mail: treas@canyoncounty.id.gov

DATE: August 2, 2023

TO: Board of County Commissioners

FROM: Tracie Lloyd, Treasurer

RE: Request to Change Job Title, Salary Range, and Job Description

The Treasurer's Office is requesting approval to change the job title, salary range, and job description to one (1) position. The position's current title is Office Manager, PCN 636, and salary range min. \$59,857.00 – max \$72,584.00 annually. This position is currently vacant and has been temporarily filled by the current Chief Deputy since September 23, 2019.

The proposed new job title is Banking and Finance Manager, determined by the Compensation & Benefits Manager to be salary grade 14, min. \$60,320.00 – max. \$83,241.60 annually. This position encompasses the Officer Manager's related duties and will also assist in many responsibilities currently overseen by the Chief Deputy. This position will perform complex professional and administrative work related to the duties of the County Treasurer. A new job title, description, and salary range are needed to reflect these changes.

Please see the attached new job title and description for reference. Thank you for your consideration of this matter.